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LEADERSHIP DEVELOPMENT

PROGRAMS 1972-73

Ontario

YOUTH AND RECREATION BRANCH



**Ministry of Community and
Social Services**

General publication

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GENERAL INFORMATION

The Youth and Recreation Branch of the Ontario Ministry of Community and Social Services is dedicated to improving the quality of life for the people of Ontario. In cooperation with public and private bodies at local, provincial and national levels, the Branch works towards a broader, fuller leisure experience through creative programs of physical, social, cultural and educational activities.

Recreation encompasses the full range of leisure activities in which a person recreates and enriches himself. With the advent of shorter work weeks, longer vacations and earlier retirement, the concept of leisure takes on even broader significance. Most people are surprisingly unprepared for it. Today, education for leisure is as important as preparation for employment.

Continuing Education and Leadership Development

In view of this the Youth and Recreation Branch actively promotes leadership development and the concept of continuing education, and encourages any Ontario community, however large or small, to develop its own greatest asset - its human resources. Assistance in planning and developing leadership programs is available for any public or private agency from Youth and Recreation consultants across the province (see list of regional offices elsewhere in this booklet).

In addition to providing specialist services to community agencies through its regional staff, the Youth and Recreation Branch offers a number of innovative province-wide programs to help communities and agencies meet their leadership needs. Many of these training opportunities are initiated and sponsored by the Branch on a developmental basis. When proven effective, the programs are continued by other agencies and authorities.

In 1972-73, three major provincial programs will be offered: The Leadership Seminar, the Trainer Development Workshop, and the Provincial Institute.

Travel Subsidies

To provide equal opportunity for all Ontario residents, participants will receive reimbursement for travel costs based on public transportation, for expenses incurred over and above \$25.

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The demand from the people of Ontario for leadership courses far exceeds present resources. The Youth and Recreation Branch therefore, is offering a new workshop to increase the number of qualified leadership resource people, who in turn conduct leadership development programs throughout the province.

The Workshop

This new program will be a three-phase process to help participants diagnose client needs, design appropriate learning situations, develop a variety of techniques and methods through experiential learning, practice adult education theory, and increase sensitivity to groups and make appropriate interventions.

Who May Attend

The course is intended for the individual who is concerned about people and who is committed to helping people help themselves. The applicant must have participated as a learner in a human relations training event of at least five days duration, within the last five years. He or she must have experience in leadership and be currently working with people.

Each participant must commit himself to the total three-phase process and be willing to share his learning by providing resource services in leadership training.

References and personal interview are required. Enrolment is limited to 30 participants. An application form is included in this booklet.

Location

King Campus of Seneca College of Applied Arts and Technology, Dufferin Street North, King City - 13 miles north of Toronto. (Formerly Lady Eaton's home).

Dates

Phase I - January 18 - 24, 1973 - King Campus
Phase II - Assigned and guided apprenticeships
Phase III - April 19 - 22, 1973 - King Campus

Costs

\$175 (includes tuition and living expenses for Phases I and III). Total fees are payable on notification of acceptance

DEADLINE FOR APPLICATION - Return completed application form by November 17, 1972

TRAINER DEVELOPMENT WORKSHOP

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THE LEADERSHIP SEMINAR (PUBLIC LAB)

We live in a world of rapidly accelerating change. Our roles become more complex and specialized daily as we move from work to community service, to family responsibilities, to education, to church, to leisure. Often these roles include the responsibility of leadership. But what constitutes leadership? How does one become a leader? How does one cope with the new mantle of leadership?

Purpose

The Leadership Seminar was developed as a laboratory experience to study leadership styles in action. It offers an opportunity to relate theoretical concepts of leadership behaviour with actual group experience. It attempts to make participants understand their own behaviour in a leadership role, how it affects others, and how it affects group progress. It examines styles of leadership and how these styles apply in community services.

The Seminar

The Leadership Seminar is an intensive six-day residential session that utilizes the small group problem-solving process. Pre-course assignments and plenary meetings during the seminar provide important additional information.

The Seminar is a human relations laboratory on leadership styles. Although it includes sensitivity awareness and conflict resolution, it is not intended as a substitute for individual group therapy. Participation is not recommended for individuals with deep emotional problems.

It should be noted that this lab will be the final one sponsored by the Branch. Glad Archer, who has served as trainer in these labs for the Youth and Recreation Branch in the past, will continue to offer the program under private auspices.

Who May Attend

The seminar is open to volunteers, professional and semi-professional workers in community service agencies, organizations and institutions. It is limited to 48 participants who are interested in an intensive learning experience and who are concerned for their community and their role(s) in it. Application form is included in this booklet.

Costs

Tuition \$75. \$25 must accompany application form. The balance of \$50 is payable on arrival at course. Accommodation and meals approximately \$80.

Location

Cedar Glen (near Bolton)

Dates

November 12th through 18th, 1972

APPLICATION DEADLINE - Return completed application form by October 20, 1972

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PROVINCIAL INSTITUTE LEADERSHIP DEVELOPMENT PROGRAM

The Provincial Institute has been hailed as an exciting and innovative experience in learning since it was first created in the mid sixties in response to the growing need for leadership education. It is a certificate program consisting of a one-week residential experience each year for three years, and 60 hours of self-study each year between the weeks in residence.

The course content of the three year program includes leadership, adult education, communications, group dynamics, problem solving, motivation, self-awareness, and program planning. The educational philosophy of the program is to begin where the learner is and to be sufficiently flexible to respond to the individual needs of participants.

Skill Options

The course is open to two categories of applicants - those who teach (or wish to teach) adults in leisure centered programs, and those who work as volunteers or professionals in community leadership positions.

When you register, you will be asked to indicate which of these two categories you prefer. If it is adult education, please indicate your teaching field so we can develop appropriate interest groupings.

The Certificate

On completion of the three year program, participants receive a certificate from the Youth and Recreation Branch of the Ontario Ministry of Community and Social Services. Graduates may teach a particular skill in an adult night school program, an activity in a community recreation program or may work for the community in a volunteer capacity.

There are already several hundred graduates of the Provincial Institute in Ontario and elsewhere. Many school boards, community colleges, recreation departments and other agencies throughout Ontario recognize graduates of the Institute and hire them as instructors in the informal night school leisure programs.

Who May Attend

Enrolment is limited in each of the three year programs to 85 persons. Applicants will be chosen according to the criteria for entry outlined with Procedures for Applying beginning on the next page.

Location and Dates

To meet the increasing need for leadership development training and to bring the program to where people live, the Provincial Institute's First Year programs will be offered in three locations in 1973.

Provincial Institute — North and Central, Geneva Park, Orillia, June 17-23, 1973

Provincial Institute — Southwest, Belvoir Centre (near London), June 10-16, 1973

Provincial Institute — East, (to be announced).

Costs

Registration fee is \$6 payable on notification of acceptance into the program. Accommodation and meals approximately \$75.

DEADLINE FOR APPLICATION - May 1, 1973

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Procedure For Applying

COMMUNITY LEADERSHIP

- A. Completion of the application form,
- B. A personal letter stating why you wish to participate in the Provincial Institute Leadership Development program and what you hope to gain from it.
- C. Two letters of recommendation from among the following:
Recreation director, agency head, associate, Provincial Institute graduate, supervisor, or someone who knows you well for the work you have done in your community.

NOTE: Instructions for recommendation are to be given to the two people you ask for letters of recommendation.

Please have your letter, your application form and the letters of recommendation forwarded to the Youth and Recreation consultant in your region. Be sure those people who write your reference letter know the nature of the program for which you are applying and the address of the local Youth and Recreation consultant.

ADULT EDUCATION

- A. Completion of the application form .
- B. A personal letter stating why you wish to participate in the Provincial Institute and what you hope to gain from it.
- C. Two letters of recommendation:
 1. One letter should be from someone (preferably a hiring authority) who knows your competency or potential as a teacher.
 2. The second letter must be from a recognized authority or expert in your skill. For a list of Branch-approved authorities in your area write or call your local Youth and Recreation consultant, listed elsewhere in this booklet.

Guidelines FOR THOSE RECOMMENDING CANDIDATES TO THE PROVINCIAL INSTITUTE

Written recommendations should be mailed to the Youth and Recreation consultant in your region. References should include:

1. In what capacity you know the applicant
2. The applicant's leadership ability and how you feel the Institute might be of value
3. The level and quality of work you know he or she has achieved
4. The applicant's teaching/leading potential and commitment to working with people
5. Any other comments that you feel are relevant

Your cooperation is appreciated.

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L'INSTITUT PROVINCIAL

Ce cours se donne en français et en anglais.
Pour les dépliants en français, veuillez, s.v.p.,
communiquer avec le bureau régional du Service
Jeunesse et Loisirs de votre région.

APPLICATION FOR PROVINCIAL INSTITUTE -1973

I wish to enrol in the Provincial Institute for 1973

Name _____ Home Phone _____

Address _____ Business Phone _____

Town/City _____

I wish to apply for the following program
(Check one only)

Community Leadership _____

Adult Education _____

At one of the following location

North and Central ☐

Southwest ☐

East ☐

(If you choose the Adult Education category, please specify your skill. Your local Youth and Recreation consultant will give you names of Branch-recognized authorities who may evaluate your work.)

Other training I have had:

I am now doing:

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In the past I have:

Teaching and/or Community Leadership Experience

Subject taught or position held	Employer	Date(s)

Date _____ Signature _____

DEADLINE FOR APPLICATION - May 1, 1973

Send application form to your local Youth and Recreation Branch office.

APPLICATION FOR LEADERSHIP SEMINAR

I wish to enrol in the Leadership Seminar to be held: November 12-18, 1972

Name _____

Age _____

Address _____

Home Phone _____

Business Phone _____

Organization _____

Position in Organization _____

Describe briefly your job by listing your major responsibilities with individuals and groups with whom you work:

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I am interested in attending the seminar because

State other leadership training experiences you have had

Human Relations Labs

Seminars

Workshops

Date Signature

Please send \$25 (cheque or M. O. payable to LEADERSHIP ACCOUNT) with completed application

SEND COMPLETED APPLICATION AND CHEQUE TO
Leadership Development Program
P.O. Box 5777
Station "A"
TORONTO, Ontario

DEADLINE FOR APPLICATION - October 20, 1972

APPLICATION FOR TRAINER DEVELOPMENT WORKSHOP

I wish to enrol in the Trainer Development Workshop: Phase I, January 18-24, 1973

Name Home Phone

Address Business Phone

Town/City Employer

Position and significant life roles at present

TRAINING TAKEN

Course	Institution or Sponsor	Place	Dates

STAFF EXPERIENCE (Teaching/Facilitating)

Event	Institution or Sponsor	Responsibility	Dates

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REFERENCE
Name, address and phone number of someone who knows your training /facilitating ability or potential

COMMUNITY LEADERSHIP EXPERIENCE -- Please describe

REFERENCE -- Name, address and phone number of someone familiar with your community work

My chief concern in applying for this course is

Three things I need to learn in this course are

DateSignature

DEADLINE FOR APPLICATION -- November 17, 1972.

Send completed application to your local Youth and Recreation Branch office

Youth and Recreation Consultants

The YOUTH AND RECREATION CONSULTANTS are located in offices as follows:

NORTHWEST	10 Water Street Thunder Bay	344-9601	District of Thunder Bay and isolated communities in Patricia
	18 King Street Dryden	223-2271	Districts of Kenora, Rainy River and southern Patricia
NORTH	1349 Lasalle Boulevard Sudbury	566-3480	Districts of Algoma, Sudbury, Manitoulin
	Transportation & Communications Building McKeown Avenue P.O. Box 3020 North Bay	474-7210	Districts of Muskoka, Timiskaming, Parry Sound, Nipissing and Cochrane
WEST	759 Hyde Park Road London 73	472-1440	Counties of Middlesex, Elgin, Kent, Essex, Lambton and Huron
	279 Weber Street North Waterloo	885-0445	Counties of Waterloo, Perth, Wellington, Oxford and Brant
	374 Seventh Avenue Hanover	364-1626	Counties of Grey and Bruce
CENTRAL	15 Church Street, Suite 402 St. Catharines	684-1123	Counties of Lincoln, Haldimand, Norfolk, Welland and Wentworth
	Heron's Hill Bldg., Suite 3201 2025 Sheppard Avenue East Willowdale	965-5305	Counties of Dufferin, Haliburton, Halton, Ontario, Peel, Simcoe, Victoria and York, Boroughs of East York, Etobicoke, North York, Scarborough, York and City of Toronto
EAST	220 Dundas Street East Belleville	968-9800	Counties of Durham, Hastings, Northumberland, Peterborough, Prince Edward
	1320 Carling Avenue Ottawa 3 K1Z7K9	722-6534	Counties of Carleton, Dundas, Frontenac, Glengarry, Grenville, Lanark, Leeds, Lennox and Addington, Prescott, Renfrew, Russell, Stormont

YOUTH AND RECREATION BRANCH IN ONTARIO



In addition to its emphasis on continuing education and leadership development, the Youth and Recreation Branch serves Ontario communities by -

- reinforcing family, neighbourhood group and community institutions, agencies and organizations.

- fostering public understanding, acceptance of the relationship between use of leisure time and an individual's personal growth

- involving more citizens in decision-making in the life of the community

- encouraging inter-community and inter-group relationships

- identifying deficiencies in the recreation and education programs of a community and finding ways to resolve them

- encouraging social, physical, cultural and educational activities for all regardless of age, sex, handicap or level of competence

- preparing and distributing resource material related to recreation, continuing education and leisure services

- encouraging communication between people and community agencies, institutions and governments set up to serve them

- providing financial support to municipal and regional authorities, non-profit camps, voluntary agencies, etc.

